

CSC Adopted: October 2001 , CSC Revised: July, 2003**Class Title: Maintenance Worker II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs repairs or maintenance in the general construction, repair and maintenance of parking garages, utilities, sewers, drains, streets, bridges, parks, recreation and other City facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Maintains parking garages and lots by painting curbs, moving bumper logs and booths, assisting maintenance mechanic in performing electrical work, changing light bulbs, installing signs and meter poles, setting up, measuring, stringing and chalking, striping lots and garages, power washing garage ramps, removing debris and trash, sweeping, mopping and cleaning garages and setting clocks.
2	H	Maintains and repairs city systems by installing new services, water mains, fire hydrants and meters, performing tests, painting fire hydrants, installing valves, operating heavy equipment, opening manholes to trace lines in city line, breaking stoppages, cleaning work areas, digging, laying pipes, fitting joints, installing water taps, meters and hydrants, repairing valves, digging concrete for pipe accessibility, assisting with the maintenance, repair or removal of pumps and motors, excavating, installing, shoring and dewatering equipment and materials for sewer lines, force mains and manhole repairs, performing temporary street, sidewalk and driveway repair after sewer line repair, checking, maintaining and repairing aeration units, changing filters and valves in aerator buildings, removing pump heads at river stations and setting up by-pass pumps.
3	H	Maintains and repairs asphalt by repairing potholes and cave-ins, performing cuts and resurfacing using dump trucks, air compressors, jackhammers, concrete saws, asphalt kettles, asphalt rollers, compactors and hand tools.
4	H	Repairs and finishes concrete by removing unsafe curbs and gutters, sidewalk, driveway or roadway, setting forms and grading area, pouring concrete, raking and floating, troweling, edging, cutting joints, and brooming
5	H	Installs, repairs and maintains signs by drilling, digging, riveting, hammering, grinding, banding, bolting, cementing and driving poles, removing poles and installing and removing signs.
6	H	Performs emergency and temporary repairs by removing ice, snow and storm debris and placing temporary patches on roadways on rainy days.

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Physical Strength Code		ESSENTIAL FUNCTIONS
6	H	Performs related maintenance duties by sweeping and mopping facilities, installing bleachers, preparing, laying down and rolling out athletic fields and flooring, installing and removing stages, delivering and collecting chairs, painting buildings, ensuring utility trucks have correct inventory of power and hand tools, ensuring the operability of vehicles, tools and equipment, accounting for tools, performing repair of tools, equipment and vehicles, cleaning facility interior and exterior, removing debris, spreading top soil, grass seed, installing flower beds and mulch, performing carpentry and roof repair, maintaining lawns, checking for safety violations and safety features on vehicles, equipment and tools.
7	L	Provides support and assistance by training personnel on safety, equipment and job functions, generating records and reports, assigning work, ensuring work area safety, performing as flagmen, following regulations and filling out timesheets.
8	H	Administers pavement markings by loading material into kettle and truck, sweeping, laying out machines, setting up cones and safety precautions, laying materials, working with paint truck and machines, operating eradicators and removing pavement markings.
9	H	Responds to emergencies by removing storm damage debris.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to high school or equivalency.
Experience	One year as a Maintenance Worker.
Certifications and Other Requirements	Valid Driver's License, Class A or B Commercial Driver's License may be required depending upon area of assignment.
Reading	Work requires the ability to read work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write time sheets, and supply requisitions.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, volunteers or temporary employees.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

CSC Adopted: October 2001 , CSC Revised: July, 2003**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	On ladders, painting, changing flooring, setting up/tearing down equipment, sweeping, mopping
Sitting	O	Driving
Walking	F	To/from equipment, sweeping, mopping, picking up trash
Lifting	F	Basketball floor, spotlights, bleachers, tables, chairs, tools, vacuum, broom, mop, scrubbing machine
Carrying	F	Basketball floor, spotlights, bleachers, tables, chairs, tools, vacuum, broom, mop, scrubbing machine
Pushing/Pulling	F	Chair carts, trash carts, football floor, vacuum, broom, mop, scrubbing machine
Reaching	O	Banners
Handling	F	Basketball floor, spotlights, bleachers, tables, chairs, tools, broom, mop
Fine Dexterity	O	Tools
Kneeling	F	Painting, bolting equipment down
Crouching	F	Painting, bolting equipment down
Crawling	R	Under stage
Bending	F	Setting up/tearing down equipment, painting, bolting equipment down, vacuuming, scrubbing, sweeping, mopping, picking up trash
Twisting	F	Setting up/tearing down equipment
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Cleaning, setting up/tearing down equipment
Hearing	C	Staff, supervisor
Talking	F	Staff, supervisor
Foot Controls	O	Driving
Other (specify)	N	

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Forklift, scrubbing machine, vacuum, power tools, hand tools, mop, broom

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	D
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	S	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	W	Darkness or Poor Lighting	S
Physical Danger or Abuse	D		
Other (see 1 below)	M		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1) Inclement weather

(2) Various City facilities/work sites, Parking garages, Lots, Attendant booths

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed boots, knee pads, goggles

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)